



# CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_

## SWIMMING POOL HOLD HARMLESS AGREEMENT APPLICATION

PROPERTY OWNER(S) NAME(S) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(as shown on deed and Property Assessor records)

PROPERTY ADDRESS: \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_

LOT NUMBER: \_\_\_\_\_

Owner Name (Print): \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Include a **\$300** application review fee. Checks should be made payable to "City of Germantown"

**PLEASE SEE THE BACK OF THIS FORM FOR INSTRUCTION ON COMPLETING AND  
SUBMITTING THIS APPLICATION REQUEST TO DEPARTMENT OF ECONOMIC AND  
COMMUNITY DEVELOPMENT.**

**\* PLEASE ALLOW A MINIMUM OF THREE (3) WEEKS TO PROCESS THE AGREEMENT \*  
*ONCE THE APPLICATION IS DEEMED COMPLETE  
WITH ALL THE NECESSARY DOCUMENTS***

## CITY OF GERMANTOWN

### SWIMMING POOL HOLD HARMLESS AGREEMENT *APPLICATION CHECKLIST*

Swimming Pool Hold Harmless Agreement Application and the required materials shall be submitted to the Department of Economic and Community Development. **Applications will not be accepted if all material required is not included with the submittal.** An incomplete application will delay your application being processed.

#### CHECKLIST FOR SUBMITTING SWIMMING POOL HOLD HARMLESS AGREEMENT APPLICATION

**1. ( ) COMPLETED APPLICATION FORM**

**2. ( ) COPY OF PROPERTY OWNERSHIP DEED**

**3. SURVEY/SITE PLAN**

( ) A survey or site plan of the lot, showing the proposed location of the swimming pool and pool equipment with the distances from the building and lot lines noted and *all* recorded setbacks and easement on the lot, *drawn to scale*

**4. RECORDING FEE**

( ) A recording fee in the amount of \$17 made payable to the Shelby County Register Office

**5. APPLICATION FILING FEE**

( ) A non-refundable check in the amount of \$300.00. Made payable to the City of Germantown.

#### ADMINSTRATIVE APPLICATION PROCESS:

1. Applicant should contact the Planning Division of the Economic and Community Development Department (ECD) Office at 1920 South Germantown Road to discuss the requirements for seeking a Swimming Pool Hold Harmless Agreement and to obtain a copy of the required application form.
2. Applicant should fill out application form and submit it with *all* required materials and documentation as listed above, to the Planning Division for review and approval.
3. The Planning Division will process the request and determine if the application is complete. Once the application is complete with all necessary documents, the Planning Division will prepare the Swimming Pool Hold Harmless Agreement.
4. The City Attorney will be sent the Agreement to review, approve and sign.
5. Upon the return of the original, signed Agreement to Planning Division Staff, it will be sent to the Mayor and City Clerk for notarized signatures.
6. After the necessary signatures have been acquired by the City Attorney, Mayor and City Clerk, the applicant will be notified for their notarized signature on the Agreement.
7. The ECD will record the executed Agreement with the Shelby County Register Office and a copy will be returned to applicant.
8. Once the Pool Hold Harmless Agreement has been recorded, the applicant may apply for a pool permit through the ECD's Neighborhood Services Division.

*Please allow a minimum of three weeks for the agreement to be processed,  
once the application is deemed complete with all necessary documents.*

**TO BE COMPLETED BY STAFF:** Application Submittal Complete (Circle One)      Yes      No

Comments:

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**\*\*NO EMAIL APPLICATIONS WILL BE ACCEPTED.\*\***

Last Revision Update: 7/2018